United Nations ST/IC/2002/37

Secretariat

13 June 2002

Information circular*

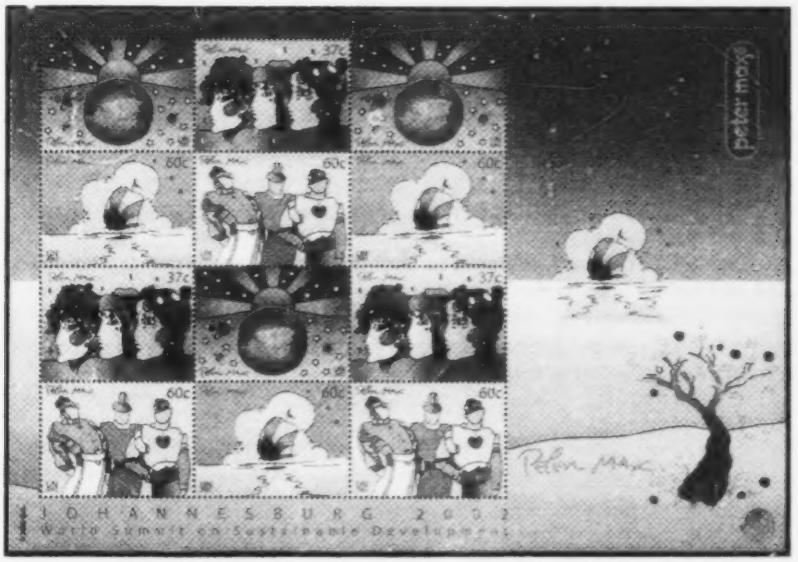
To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue — 27 June 2002: "Johannesburg Summit 2002" stamps, souvenir card and postal stationery**

Commemorative stamps

1. On Thursday, 27 June 2002, the United Nations Postal Administration (UNPA) will issue a set of 12 commemorative stamps and a souvenir card on the theme "Johannesburg Summit 2002".



* Expiration date of the present information circular: 9 July 2002.

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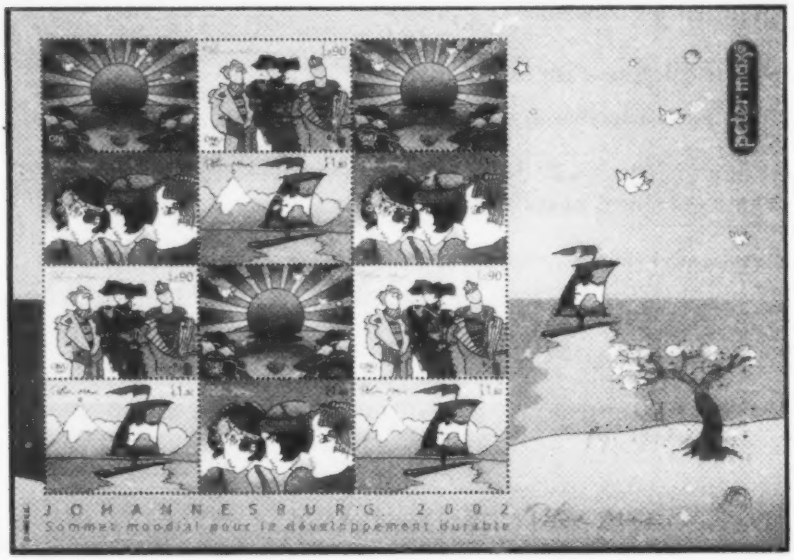
2. The denominations will be $0.37, $0.60, SwF 0.90, SwF 1.80, €0.51 and €0.58. The $0.37 stamp reflects the increase in first class postage in the United States of America that will come into effect on 30 June 2002. (*Note*: The mint stamps will be sold in a full sheet of 12 stamps or a single unit of two different vertical pairs only.)

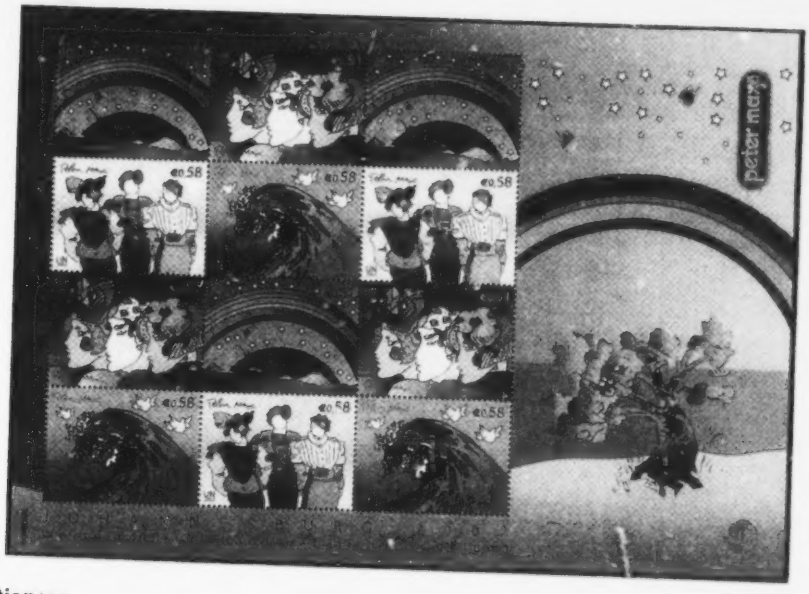
(United States equivalents — SwF 0.90: $0.58; SwF 1.80: $1.15; €0.51: $0.48 and €0.58: $0.54 subject to exchange rate fluctuation.)

3. The stamps were created by Peter Max (United States) and mark the third time he has contributed his talents to UNPA on this important theme. Previously, Mr. Max created the stamps issued by UNPA to commemorate the 1992 Earth Summit in Rio de Janeiro and the 1997 Earth Summit+5 Conference in New York.



Souvenir cards

4. A souvenir card on the theme "Johannesburg Summit 2002" will also be issued on 27 June 2002. The card, which was also designed by Mr. Max, depicts the new stamps and carries a statement by the Secretary-General. The souvenir card will be available in mint condition and three cancelled varieties. Each cancelled card will be affixed with the stamps, bearing the appropriate cancellation, from the respective UNPA office in either New York, Geneva or Vienna.



Stationery

5. In addition, on 27 June 2002, UNPA will issue two new pre-stamped envelopes in denominations of €0.51 and €1.09. Both envelopes depict photographs of the International Centre in Vienna. The photographs are credited to Alexandre Lyssenko (Russian Federation). The envelopes were adapted by Robert Stein (United Nations).

(United States equivalents — €0.51 (+€0.22): $0.69 and €1.09 (+€0.22): $1.23 subject to exchange rate fluctuation.)

General information

6. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 27 June, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) The counter at the north end of the Secretariat lobby, from 9 a.m. to 4 p.m.

7. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

8. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

United Nations ST/IC/2002/38

Secretariat

14 June 2002

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Privileges and immunities — requests by local authorities to interview staff**

1. After the events of 11 September 2001, there have been several instances where United Nations staff members in New York were visited or interviewed by host country authorities. The purpose of this circular is to recall the applicable principles and to outline the manner in which a staff member in that situation can bring the matter to the attention of the Organization.

2. The governing principles are contained in staff regulation 1.1 (f):

> "The privileges and immunities enjoyed by the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who are covered by them to fail to observe laws and police regulations of the State in which they are located, nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, the staff member shall immediately report the matter to the Secretary-General, who alone may decide whether such privileges and immunities exist and whether they shall be waived in accordance with the relevant instruments."

3. Staff members' immunity from legal process is strictly functional, i.e., it is linked to their status and functions as officials of the Organization. Under the Convention on the Privileges and Immunities of the United Nations, it is for the Secretary-General, not the staff member concerned, to determine whether words or acts were spoken, written or performed in an official capacity and whether they fall within the scope of the immunity. In addition, notwithstanding their immunity, United Nations staff members have an obligation to cooperate with the competent national authorities and to respect city, state and federal laws and regulations.

4. Any staff member who has been questioned or visited, or in any other way subject to search or investigation, by the host country authorities and has concerns

* Valid until further notice.

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about the propriety of, or manner of conduct during, such actions, should prepare a detailed statement of the facts. That statement should be submitted to the Office of Legal Affairs, either directly or indirectly, through the head of department or office or through the executive office of the department or office concerned. The Office of Legal Affairs will then discuss the matter with the staff member concerned and, based on all the information available, make a determination as to the propriety of the conduct of the host country authorities. In the event of any impropriety, the Office of Legal Affairs will raise the matter with the Host Country Section of the United States Mission to the United Nations for appropriate action.

United Nations ST/IC/2002/39

Secretariat

26 June 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review of staff claims for dependency benefits for 2001 and other staff information**

I. Review of staff claims for dependency benefits for 2001

1. The purpose of the present circular is to inform staff members at Headquarters and the staff of United Nations information centres, the International Tribunal for Rwanda and field missions of the manner in which the review of their entitlements to dependency benefits for 2001 will be conducted, as well as to inform staff of their responsibility to provide any other relevant information to ensure proper recording in the Integrated Management Information System.

Submission of claims

2. Staff members who were in receipt of a dependency benefit in 2001 will receive from their Executive or Administrative Office a dependency questionnaire (form P.84), which they are requested to submit with the requisite supporting documentation by 1 September 2002 (1 November 2002 for staff serving in field missions and information centres) in order to substantiate their entitlement to the benefits received. The completed questionnaire and any supporting documentation should be submitted to the office identified in paragraphs 3 and 4 below.

3. Please note locations of clusters and areas serviced, as follows:

- Cluster 4, room S-2410: Department of General Assembly Affairs and Conference Services, Department of Management, Executive Office of the Secretary-General, Office of the Special Representative of the Secretary-General for Children in Armed Conflict, Office of Internal Oversight Services and United Nations Fund for International Partnerships
- Cluster 6, room DC1-218: Department of Peacekeeping Operations and Office for the Coordination of Humanitarian Affairs

* Expiration date of the present information circular: 31 January 2003.

02-44445 (E) 020702

- Cluster 7, room S-2445: Department for Disarmament Affairs, Department of Economic and Social Affairs, Department of Political Affairs, Department of Public Information (including the information centres), International Civil Service Commission, United Nations International Research and Training Institute for the Advancement of Women, Office of Legal Affairs, Regional Commissions New York Office and United Nations Joint Staff Pension Fund
- Overseas Service Cluster, room S-2435: International Tribunal for Rwanda, liaison offices, Office of the Iraq Programme and United Nations Monitoring, Verification and Inspection Commission

4. Staff members assigned to United Nations peacekeeping missions and those serving in established missions should submit their questionnaires to the Personnel Management and Support Service of the Office of Mission Support, Department of Peacekeeping Operations (room DC1-928), and the personnel office of the parent duty station, respectively. Project personnel administered by the Department of Economic and Social Affairs and serving in the field should submit their questionnaires to the Department's Project Personnel Service (room DC1-1200). All other offices away from Headquarters will review dependency claims for their own staff.

5. The form will contain the information recorded for each staff member in the Integrated Management Information System (IMIS). Staff members are requested to review that information carefully, make any necessary corrections and certify the accuracy of the information contained in the form.

6. When it is necessary for support payments to be documented, as explained below, the following will be considered as acceptable proof: original cancelled cheques, money order receipts, wire transfer receipts and original records of bank transactions.

Types of dependency benefits

7. Dependency benefits may be paid on account of a dependent spouse, a dependent child or children or a secondary dependant. For ease of reference, a dependent spouse, child or children are referred to in the present circular as "primary dependants". A "secondary dependant" may be the mother, father, brother or sister of the staff member of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the relevant dependency allowance.

8. Staff members in the Professional category and above and in the Field Service category will be paid salary and post adjustment at the dependency rate for the first recognized primary dependant, who may be a spouse or a child. A dependency allowance will be paid for each additional primary dependant at the rates approved by the General Assembly. The rates applicable for 2001 are contained in information circulars ST/IC/2001/4 and Add.1.

9. Staff members in the General Service and related categories will receive a dependency allowance for each recognized primary dependant, who may be a spouse or a child or children. The amounts are set out in the local salary scales, as periodically revised, which are established for every duty station.

10. Dependency benefits on account of disabled children will be paid in accordance with the provisions of administrative instruction ST/AI/2000/8 of 13 September 2000.

11. When a secondary dependant is recognized, a benefit will be paid at the rate determined by the General Assembly for staff in the Professional category and above and in the Field Service category. For staff in the General Service and related categories, the benefit will be paid in the amount set out in the local salary scales, as periodically revised, which are established for every duty station.

Claim for dependent spouse

12. A spouse will be recognized as a dependant when his or her gross occupational earnings, if any, do not exceed the limit established for this purpose in paragraph (a) of staff rule 103.24. In New York, the earnings limit for 2001 was $30,997 (gross salary in effect on 1 January of the year concerned for a staff member at the G-2, step I, level). For 2002, the earnings limit in New York will be $31,822. For a spouse working in a country other than that of the staff member's duty station, the limit is the gross salary of the lowest entry level of the General Service salary scale applicable in the country of the spouse's place of work. For staff in the Professional category and above serving at any duty station, the limit may not be less than the equivalent of the G-2, step I, gross salary for New York. All earnings limits are based on the salary scales in effect on 1 January of the year concerned.

13. Pension and/or investment income is not considered occupational earnings and accordingly is not taken into account in determining a staff member's eligibility for the dependent spouse benefit.

14. When the spouse's gross occupational earnings are less than the sum of the earnings limit and the appropriate dependency benefit, an adjusted dependency benefit for a spouse may be paid to (a) staff members in the Professional category and above and in the Field Service category who have **no dependent children**, and (b) staff members in the General Service and related categories, **with or without dependent children**. The adjusted benefit will be equal to the amount by which the sum of the earnings limit and the appropriate dependency benefit exceeds the spouse's gross occupational earnings.

Required documentation

15. Staff members who received a dependent spouse benefit for 2001 should submit proof of their spouse's gross occupational earnings for that year. A tax return, a statement of earnings from the spouse's employer, or a United States W-2 form are acceptable proof of those earnings. This is also applicable to staff members serving on an appointment of limited duration under the 300 series of the Staff Rules who claim a dependant for purposes of the family element of the service allowance.

Claim for dependent child or children

16. The conditions for recognition of a dependency benefit on account of a child or children of the staff member are set out in paragraph (b) of staff rule 103.24 and administrative instruction ST/AI/2000/8.

17. A dependent child is a child for whom the staff member provides main and continuing support. A dependent child may be a natural child, a legally adopted

child or a stepchild if the stepchild resides with the staff member. The child must be under the age of 18 years or, if in full-time attendance at a school, university or similar educational institution, under the age of 21 years.

18. If legal adoption is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence, a child may nevertheless be recognized as a dependant if the following conditions are met:

(a) The child resides with the staff member;

(b) The staff member can be regarded as having established a parental relationship with the child;

(c) The child is not a brother or sister of the staff member;

(d) The number of children for whom dependency benefits are claimed in cases where legal adoption is not possible does not exceed three.

19. The age and school attendance requirements indicated in paragraph 17 above are waived if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration (see ST/AI/2000/8).

20. If a staff member or his/her spouse received in 2001 a dependency benefit in the form of a government grant in respect of a child, the staff member is requested to report the total amount of the grant received in respect of each child, the country from which the grant was received and the currency of the grant (if other than United States dollars). The amount of the grant will be subtracted from any dependency benefit payable by the United Nations on account of the dependent child or children.

21. When a child previously recognized as a dependant marries, the staff member has the responsibility to give written notice to the Office of Human Resources Management or the relevant personnel office. If the staff member continues to claim the child as a dependant, documentary evidence of support satisfactory to the Secretary-General will be required to substantiate the claim.

22. Staff members in the Professional category and above and staff in the Field Service category are no longer required to submit proof of their spouse's occupational earnings in order to claim a dependency benefit on account of one or more children when the spouse is not claimed as a dependant.

Required documentation

23. The following table summarizes the documentation required as evidence of a staff member's entitlement to a dependent child benefit for 2001. It is also applicable to staff members serving on an appointment of limited duration under the 300 series of the Staff Rules who claim a dependant, for purposes of the family element of the service allowance:

For every child claimed as a dependant	An original birth certificate must be presented when the child is claimed as a dependant for the first time.
For a child under the age of 18 who resides with the staff member	No additional documentation is required.
For the child(ren) of a staff member who is not the custodial parent	The original or a certified copy of the divorce decree or other court document specifying the amount of child support to be paid by the staff member plus proof of payment in the year concerned in the form of original cancelled cheques, money order or wire transfer receipts or bank transactions must be provided. The amount of the payments should be at least the amount of court-ordered child support or the amount of the child dependency benefit, whichever is higher. In the absence of a court document, a notarized affidavit from the custodial parent must be provided attesting that the staff member provided continuing support and specifying the amounts paid during 2001, along with the proof of payment described in the previous paragraph.
For a child between the ages of 18 and 21[1]	Staff members who were not in receipt of an education grant should submit a completed form P.41/B (certificate of school attendance) for the school year 2000/01. The determination for 2002 will be provisional pending submission of the same form for the 2001/02 school year. Where the school year coincides with the calendar year, form P.41/B should be submitted for 2001. No additional documentation is required for a child for whom the staff member received an education grant for the academic year 2000/01 and an education grant advance for 2001/02. The requisite forms are available on the Intranet at the United Nations Forms web site (http://intranet.un.org/forms) or from the executive/administrative offices at Headquarters and the local personnel offices.

[1] Dependency status is recognized through a period of vacation between school years when the child enrols for full-time attendance after the vacation. Otherwise, the dependency status ceases as of the last day of full-time attendance at the educational institution.

Secondary dependants

24. Paragraph (d) of staff rule 103.24 defines a secondary dependant as the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance. In order to be recognized as a dependant, a brother or sister must fulfil the age and school attendance requirements for a dependent child, which are recalled in paragraph 17 above, unless the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration.

Required documentation

25. At the time of establishment of an entitlement to a secondary dependant benefit, staff members should submit in person the original or certified true copy of the birth certificate or passport of the secondary dependant together with their own written statement that the secondary dependant relies upon the staff member for financial support and that the staff member provides one half or more of the dependant's support, and in any case at least twice the amount of the dependency allowance. If the secondary dependant does not reside with the staff member, the staff member should also submit evidence of a pattern of support payments made to the dependant. For 2001, the secondary dependant's allowance for staff in the Professional and Field Service categories was set at $693 and for staff in the General Service and related categories at $1,303.

26. The following documentation is required for 2001:

(a) If the secondary dependant resided with the staff member during 2001, no documentation will be required other than the certification of support on the P.84 form;

(b) If the secondary dependant did not reside with the staff member during 2001, the staff member will be requested to submit proof of all payments made during that year, in the form of original cancelled cheques, money order or wire transfer receipts or records of bank transactions.

Important reminders to staff members

27. Paragraph (c) of staff rule 103.23 and paragraph (b) of staff rule 104.4 place upon staff members the responsibility to notify the Secretary-General in writing of any changes in their marital status or the status of their dependants. For that purpose, staff members are required to inform their Executive or Administrative Office or the relevant personnel office promptly of changes in the composition of their family or any other change affecting their entitlement to dependency benefits, including in those cases where a child between the ages of 18 and 21 ceases to be in full-time attendance at an educational institution.

28. Audits of dependency claims are conducted from time to time. Staff members are requested to keep complete records justifying their claims of dependency benefits for at least five years.

29. Information provided on the P.84 form and supporting documentation will be reviewed to verify staff members' continued entitlement to dependency benefits. For those staff members who do not submit the requisite documentation by 1 September

2002 (1 November 2002 for staff serving in field missions and information centres), discontinuance of the benefit and recovery of any overpayment will result. Prior to the recovery of any overpayment, and in accordance with normal procedures, staff members will be advised in writing of the decision to recover and of the reasons for that decision. Recovery will be made through deductions of 20 per cent of the staff member's net monthly salary (excluding United Nations Federal Credit Union deductions) until such time as the full amount is recovered. In instances where the duration of the staff member's contract does not allow a deduction at as low a rate as 20 per cent, the overpayment will be deducted at a monthly rate sufficient to recover the full amount by the contract expiration date.

30. The Office of Human Resources Management intends to discontinue the traditional system in which staff members submit a verified and signed form to the Office annually and to introduce next year a new system where staff members submit their claims on line. Staff will be informed of the new system when it is introduced.

31. False certification of the information contained in form P.84 or misrepresentation of facts related to a claim for dependency benefits will lead to disciplinary action.

II. Other staff information

32. Staff members are reminded that changes in their P.2 form (Designation, change, or revocation of beneficiary) may be made at any time and that only the most recent, properly executed form for the designation of beneficiary or beneficiaries is recognized for the payment of benefits in the case of the demise of a staff member. It is the responsibility of the staff member to make sure that the proper person or persons are designated, particularly in cases of death, divorce or other change in the relationship between the person or persons previously designated and the staff member. The P.2 form is available on the Intranet at the United Nations Forms web site (http://intranet.un.org/forms). Staff members wishing to change their designation of beneficiary should contact their cluster to ensure that the change submitted on the P.2 form is properly executed and recorded in IMIS. At the same time, staff members should ensure that their designation of the recipient of a United Nations Joint Staff Pension Fund residual settlement (form PENS.E/2) is up to date.

33. In the event of a change of address, staff members should immediately inform their Office of Human Resources Management cluster through their Executive Office of the change so that it is properly recorded in IMIS.

United Nations ST/IC/2002/40

Secretariat

27 June 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2002 competitive examinations for Arabic-language translators/précis-writers, editors and verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take one or more of the following competitive examinations in 2002, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998:

(a) Competitive examination for Arabic-language translators/précis-writers;

(b) Competitive examination for Arabic-language editors;

(c) Competitive examination for Arabic-language verbatim reporters.

2. The competitive examinations for Arabic-language translators/précis-writers, editors and verbatim reporters will be held, tentatively, on **7, 8 and 9 October 2002**, respectively, in New York, Geneva, Vienna, in a number of Arab countries and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of these examinations is to establish rosters from which present and future vacancies for Arabic-language translators/précis-writers, editors and verbatim reporters will be filled.

3. The examinations are open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members of subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of these examinations. Such candidates, if successful in one or more of the examinations, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in one or more of the rosters will be assigned to fill vacancies for Arabic-language posts as they occur in the language services in New York, Geneva, Vienna, Nairobi and Bangkok. Assignments are

* Expiration date of the present information circular: 31 December 2002.

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subject to rotation and successful candidates may thereafter be called upon to serve at other duty stations in Africa, Asia or Europe or at Headquarters according to the needs of the Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination(s) and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 to 16 below.

4. Staff members of the Secretariat applying for the examination(s) must:

(a) Have Arabic as their main language;[1]

(b) Have a perfect command of Arabic and an excellent knowledge of English and one of the other official languages of the United Nations (Chinese, French, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status or hold a university degree from a recognized school of translation.

In addition, candidates are expected to have computer and word-processing skills.

5. The requirement of a degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final**.

7. **The written translation and précis-writing examination, to be held, tentatively, on 7 October 2002**, will consist of four papers:

(a) Translation into Arabic of a general text in English (two hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

(b) Translation into Arabic of one text chosen by the candidate from a total of four texts, one in each of the official United Nations languages other than English (one hour and a half);

(c) Summary in Arabic of a text in English (one hour and a half);

(d) Translation into Arabic of one specialized text in English (economic, social, legal or scientific/technical) (one hour and a half).

8. **The written editing examination, to be held, tentatively, on 8 October 2002**, will consist of four papers:

(a) Editing of a general text in Arabic (two hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Editing of a text in Arabic to bring it into line with a text edited in English (one hour and a half);

(c) Translation into Arabic of one text chosen by the candidate from a total of four texts, one in each of the official United Nations languages other than English (one hour and a half);

(d) Summary of an Arabic text (one hour and a half).

9. **The written verbatim reporting examination, to be held, tentatively, on 9 October 2002**, will consist of four mandatory papers and one optional paper:

Mandatory papers:

(a) Translation of a text from English into Arabic (one hour and a half). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Editing of an Arabic text to ensure linguistic integrity, clarity and consistency of meaning (one hour);

(c) Editing of a text in Arabic to bring it into line with the original English (one hour and a half);

(d) Translation into Arabic of a text in an official language of the United Nations other than English (one hour);

Optional paper:

(e) Editing of a text in English to bring it into line with an Arabic text (one hour and a half).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

11. On the basis of the results of each written examination, the Board of Examiners will invite selected candidates to an interview. The Board will interview each candidate to assess general knowledge, professional experience, knowledge of the United Nations and current events, adaptability to the prevailing working conditions of the United Nations Secretariat, readiness to serve at any duty station and ability to work as a member of a team. In the case of translators/précis-writers, candidates will be given some preparation time and be asked to translate orally a

text from English into Arabic. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be offered an assignment.

12. On the basis of the overall results of each examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the relevant roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. When vacancies occur, successful candidates will be recruited from the rosters in overall ranking order, subject to the requirements of the services in terms of expertise and language combinations. Candidates appointed to a function who have been successful in more than one examination will be eligible to transfer at a later date to a different function for which they have also passed the examination.

13. Staff members selected to fill vacancies will be assigned as Arabic-language translators/précis-writers, editors and verbatim reporters for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates are expected to be able to use a computer workstation.

14. Successful candidates assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

15. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

16. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

17. Staff members applying for the examination(s) should complete the attached form and submit it, not later than **12 August 2002**, to:

2002 Competitive Examinations for Arabic-language Translators/Précis-Writers, Editors and Verbatim Reporters

Examinations and Tests Section
Specialist Services Division
Office for Human Resources Management
Room S-2575-E
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered.

18. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Specialist Services Division of the Office of Human Resources Management through the chief administrative officer or director of the United Nations information centre of their respective duty stations by **12 August 2002**, the deadline for receipt of applications in the Specialist Services Division.

Application[a]

2002 competitive examinations for Arabic-language translators/ précis-writers, editors and verbatim reporters

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office[c] _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[d] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[e]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution[f] (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent[f]*	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution[f] (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent[f]*	*Main field of study*
		From	*To*		

E. Describe work experience (giving dates and length of time) in translation/précis-writing, editing, verbatim reporting or related fields, if any.

_____

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_____

F. Please indicate the examination(s) for which you are applying. Your application will not be considered if this part of the application is not completed.

☐ (a) The competitive examination for Arabic-language translators/ précis-writers;

☐ (b) The competitive examination for Arabic-language editors;

☐ (c) The competitive examination for Arabic-language verbatim reporters.

☐ The optional paper in the Arabic-language verbatim reporter examination (this is only an option if you have checked the previous box).

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2002/40 and I understand that, if I am successful in the 2002 competitive examinations for Arabic-language translators/précis-writers, editors and verbatim reporters, and recommended for inclusion in the roster(s), my assignment as an Arabic-language translator/précis-writer, editor or verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 12 to 16 of that circular.

Date _____ Signature _____

Notes

[a] Staff members applying for these examinations **must complete this application form**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Written proof of claimed post-secondary education must also be attached unless the staff member was convoked for the G-to-P examination for promotion to the Professional category or for another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and personnel action (P.5) forms. If not, please contact your Human Resources Officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGAACS, ECE, UNCTAD, UNOG, UNOV or other (please specify).

[d] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

[e] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) above.

[f] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/2002/41

Secretariat

28 June 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Field Service Promotion Review Panel for the 2002 review**

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by, the Field Service Staff Union, has appointed the following staff members to serve as members and alternate members of the Field Service Promotion Review Panel for the 2002 review, which was initiated prior to 1 May 2002.

2. The term of membership of the Panel for the 2002 review will be for a period of one year from the date of the publication of the present information circular.

3. The composition of the Panel was established taking into account the need for a balanced geographical, departmental and gender representation. Also, in accordance with the recommendation of the Staff-Management Coordinating Committee at its fourteenth session, which was approved by the Secretary-General, a certain number of members from the former Panel remain as members of the new Panel for purposes of continuity.

Members

Mr. Andrei Abramov	Department of Economic and Social Affairs
Ms. Ann Carlson	United Nations Fund for International Partnerships Department of Management
Ms. Mary Dellar**	Department of Peacekeeping Operations
Mr. Luke Mhlaba	Office of Legal Affairs
Mr. Pekka Niinikoski**	United Nations Disengagement Observer Force
Mr. Duncan Robinson**	United Nations Mission in Sierra Leone

* Expiration date of the present circular: 31 August 2003.

** Members nominated by the Field Service Staff Union.

02-44912 (E) 030702

The representative of the Office of Human Resources Management serves as ex officio member.

Alternate members

Mr. Alain Beaudoin	Office of Central Support Services Department of Management
Mr. Roger deWeever**	United Nations Office of the Humanitarian Coordinator for Iraq
Ms. Gudrun Fosse	Office of Programme Planning, Budget and Accounts Department of Management
Mr. Gordon McDougall**	United Nations Truce Supervision Organization
Ms. Mary Roth**	United Nations Disengagement Observer Force
Ms. Melanie Suzara	Department of General Assembly Affairs and Conference Services

4. Ms. Maha El-Bahrawi will serve as Secretary of the Field Service Promotion Review Panel for the 2002 review.

United Nations ST/IC/2002/42

Secretariat

28 June 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of placement and promotion decisions made by the Secretary-General after consideration by the appointment and promotion bodies. As provided by administrative instruction ST/AI/2002/4, those bodies continue to consider cases where vacancies have been posted before 1 May 2002.

2. In order to ensure equitable treatment in promoting staff members, placements and promotions will be effective the first day of the month following their approval by the Secretary-General subject to the availability of the post and the assumption of the higher-level functions, as provided by administrative instruction ST/AI/1999/8.

3. The attached list includes decisions on placement and promotion of staff in the Professional category and above taken on recommendations made by the appointment and promotion bodies in May 2002.

* Expiration date of the present information circular: 31 December 2002.

02-44909 (E) 080702

Annex

Placement and promotion
1 to 31 May 2002

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Promotion					
Angulo, Maria Teresa[a]	F	OCHA	OCHA	P-3	02-F-CHA-002224-I-NY
Bhagwandin, Dutima	F	OHCHR	OHCHR	P-3	01-L-CHR-400690-I-GE
Guzman Cordova, Angel	M	DESA	DESA	P-3	01-D-ESA-002355-I-NY
Sakamoto, Michiyo	F	DM/OPPBA	DM/OPPBA	P-3	01-F-DOM-002184-I-NY
Schmid, Karoline	F	DESA	ECLAC	P-3	01-S-ECL-00X282-I-PS
Shahinyan, Suren Mishik[a]	M	DM/OHRM	DM/OHRM	P-3	01-A-DOM-002081-I-NY
Abboud, Raja	M	DGAACS	DGAACS	P-4	02-T-DGA-002499-I-NY
Al-Khawam, Rim	F	DGAACS	DGAACS	P-4	02-T-DGA-002333-I-NY
Curran, Marie-Philippe Madeleine	F	DGAACS	DGAACS	P-4	01-T-DGA-002121-I-NY
Daher, Walid	M	UNOG	UNOG	P-4	02/2
Espina, Genaro[a]	M	DGAACS	DGAACS	P-4	01-A-DGA-002222-I-NY
Geng, Yu-Hong[a]	F	DGAACS	DGAACS	P-4	02-T-DGA-002460-I-NY
Gutierrez, Rosa Magali	F	OCHA	DPA	P-4	01-A-DPA-001945-I-NY
Kasyanov, Kirill	M	DGAACS	DGAACS	P-4	02-T-DGA-002461-I-NY
Sanchez, Maria Mercedes[a]	F	DESA	DESA	P-4	01-S-ESA-001937-I-NY
Shevlak, Vitaly	M	DGAACS	DGAACS	P-4	02-T-DGA-002329-I-NY
Yogasundrum, Ajit	M	DESA	DESA	P-4	02-E-ESA-002410-I-NY
Zakour, Mohsen[a]	M	DGAACS	DGAACS	P-4	01-A-DGA-002039-I-NY
Abdul-Majid, Samsiah[a]	F	DM/OHRM	DM/OHRM	P-5	01-A-DOM-002271-E-NY
Basch, Thuy Nguyen[a]	F	DM/OPPBA	DM/OPPBA	P-5	01-D-DOM-001970-E-NY
Jemiai, Yolande	F	DESA	DESA	P-5	01-A-ESA-001990-E-NY
Mirkin, Barry	M	DESA	DESA	P-5	01-S-ESA-002001-E-NY
Nicinski, Zdzislaw[a]	M	DPA	DPA	P-5	01-P-DPA-001989-E-NY
Sato, Junko	F	DPI	DPI	P-5	01-I-DPI-002177-I-NY
Taukatch, Alexander Georgiyevic	M	DPI	DPI	P-5	01-I-DPI-001829-E-NY
Tistounet, Eric	M	OHCHR	OHCHR	P-5	01-L-CHR-400799-E-GE
Akyuz, Yilmaz[b]	M	UNCTAD	UNCTAD	D-2	00-E-TAD-400106-E-GE
Moller, Michael	M	EOSG	EOSG	D-2	[c]
Scholvinck, Johan[d]	M	DESA	DESA	D-2	01-S-ESA-001817-E-NY
Placement					
Juppin de Fondaumiere, Bertrand[e]	M	DM	UNOG	D-2	01-A-UNG-40067-E-GE

[a] The Secretary-General approved a list of alternate candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

[b] The Secretary-General approved the promotion of the staff member in January 2002.

[c] The Secretary-General approved in February 2002 the promotion of the staff member in accordance with General Assembly resolution 51/226.

[d] The Secretary-General approved the promotion of the staff member in February 2002.

[e] The Secretary-General approved the transfer of the staff member in January 2002.

United Nations ST/IC/2002/43

Secretariat

28 June 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of placement and promotion decisions made by the Secretary-General after consideration by the Appointment and Promotion Panel. As provided by administrative instruction ST/AI/2002/4, the Appointment and Promotion Panel continues to consider cases where vacancies have been posted before 1 May 2002.

2. In order to ensure equitable treatment in promoting staff members, placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions, as provided by administrative instruction ST/AI/1999/8.

3. The attached list includes decisions on placement and promotion of staff in the General Service and related categories taken on recommendations made by the Appointment and Promotion Panel in May 2002.

* Expiration date of the present information circular: 31 December 2002.

02-44906 (E) 080702

Annex

Placement and promotion
1 to 31 May 2002

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Promotion					
Cameron, Andrew	M	UNMOVIC	UNMOVIC	G-5	02-G-MOVIC-2219-G5
Cando, Ma. Cristina	F	DM	DM	G-5	02-G-DOM-2471-G5
de Corla-Souza, Cynthia[a]	F	DM/OHRM	DM/OPPBA	G-5	02-G-DM-2406-G5
Dowd-Stokes, Ellen[a]	F	DM/OHRM	DM/OHRM	G-5	01-G-HRM-2187-G5
Farmer, Brendan	M	UNMOVIC	UNMOVIC	G-5	01-G-MOVIC-2220-G5
Idrissi, Khalil	M	UNMOVIC	UNMOVIC	G-5	02-G-MOVIC-2376-G5
Keast, Chamuri[a]	F	DPKO	DPKO	G-5	01-G-DPKO-2336-G5
McGann, Mary[a]	F	DPKO	DPKO	G-5	01-G-DPKO-2336-G5
Monaghan, Louise	F	DGAACS	DGAACS	G-5	02-G-DGA-2343-G5
Prugue, Luis	M	DESA	DESA	G-5	01-G-DESA-2226-G5
Serrano, Janett[a]	F	DDA	DGAACS	G-5	02-G-DGA-2491-G5
Simpas, Maria Stella Rowena	F	DESA	DESA	G-5	02-G-DESA-2312-G5
Tiglao, Ruby	F	DESA	DESA	G-5	[b]
Bonfante, Betty	F	DM/OHRM	DM/OHRM	G-6	01-G-HRM-2095-G6
Cepeda, Miguel[a]	M	DM/OCSS	DM/OCSS	G-6	01-G-OCS-1606-G6
Danyo-Rivera, Marina	F	DGAACS	DGAACS	G-6	02-G-DGA-2332-G6
Dinke-St. Hill, Mouloushowa[a]	F	DM/OHRM	DM/OHRM	G-6	02-G-HRM-2462-G6
Garrido, Glenda	F	DM/OCSS	DM/OCSS	G-6	[b]
Irlanda, Rosario	F	DM/OHRM	DM/OHRM	G-6	02-G-HRM-2503-G6
Ketema, Hiewot	F	DPKO	DPKO	G-6	[b]
Muturi, Mary	F	DGAACS	DGAACS	G-6	02-G-DGA-2444-G6
Placement					
Larrivee, France	F	DESA	DPKO	G-6	01-G DPK-2193-G6

[a] The Secretary-General approved a list of alternate candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

[b] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.